



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT DISBURSEMENT OF STATE/FEDERAL FUNDS TO OTHER COUNTY DEPARTMENTS	POLICY NO. 402.3	EFFECTIVE DATE 10/1/89	PAGE 1 of 3
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 403 3/29/88	ORIGINAL ISSUE DATE 3/29/88	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish procedures for ensuring compliance with State/Federal reimbursement requirements when State/Federal funds are disbursed to other County departments.

POLICY

- 2.1 All State/Federal reimbursement requirements regarding payments to other County departments are to be complied with, if State/Federal funds are utilized.

BACKGROUND

- 3.1 The California Welfare and Institutions Code, Section 5609.5, specifies:

"Any County agency other than the community mental health services may provide services pursuant to this part only if such agency has made a specific written agreement with the mental health services to provide such services."
- 3.2 The State of California, Department of Mental Health, which has administrative responsibility over Short-Doyle and Short-Doyle Medi-Cal funds, has published the following administrative policy:
 - 3.2.1 "Short Form Contracts (Letters of Agreement, ...) must include:
 - 3.2.1.1 Estimates of gross cost, revenue, net cost, units of service, and rate per unit of service
 - 3.2.1.2 Contract period
 - 3.2.1.3 The maximum dollar amount reimbursable
 - 3.2.1.4 Services to be rendered."



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- 3.3 Also, State Department of Mental Health Policy #76-43 specifies “service rendered by other County agencies in 1976-77 and thereafter without benefit of a specific written agreement, are subject to audit exception.”

PROCEDURE

- 4.1 Billings from the following County Departments may be paid upon receipt of a Departmental Invoice (DI), provided that a Department Service Order (DSO) has been set up. DMH staff at the level of District or Division Chief, who are responsible for the control (organizational) unit using the services for which the expenditures were incurred, must sign off on the DI, indicating that the billed services were appropriate and delivered. Refer to DMH Policy 401.3 on “Processing Departmental Service Orders (DSO) – DSO Request Form.”
- a) Auditor-Controller
 - b) Board of Supervisors
 - c) Building Services
 - d) Chief Administrative Office
 - e) Communications
 - f) County Counsel
 - g) Harbor/UCLA Medical Center (Ancillary for DMH Operations only)
 - h) High-Desert Hospital (DHS) – Laboratory Services
 - i) Hubert H. Humphrey (DHS) – Space
 - j) Internal Services
 - k) LAC/USC Medical Center (Ancillary for DMH operations only)
 - l) Mechanical
 - m) Mira Loma
 - n) Parks and Recreation
 - o) Personnel
 - p) Public Social Services
 - q) Purchasing/Stores
 - r) Sheriff
- 4.2 Billings from the following County Departments may be paid upon the receipt of a Departmental Invoice (DI) and a billing invoice in the format prescribed by the DMH provided a DSO has been set up and that there is a written Interagency Agreement. The Interagency Agreement must be Director signed and in compliance with the above State requirements (see “Background”) for the fiscal year period for which services are being billed:
- a) County/USC Medical Center
 - b) Harbor/UCLA Medical Center



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- c) Martin Luther King/AFH Medical Center
- d) Olive View Medical Center
- e) Children's Services
- f) Probation
- g) Treasurer-Tax Collector
- h) Superior Court

4.2.1 The County match portion is authorized and may be disbursed provided:

4.2.1.1 A DSO is in place.

4.2.1.2 A DI is received.

4.2.1.3 DMH staff responsible for the organizational unit using the services for which the expenditures were incurred have approved payment; or, if negotiated rates are in effect, the service units reported through the DMH Management Information System (MIS) may be used to make payment.

AUTHORITY

Welfare and Institutions Code, Section 5609.5

State Department of Mental Health Administrative Policy

DMH Policy #401.3, "Processing Department Services Orders – DSO Request Form"